

DRMS EMPLOYEE SUGGESTION PROGRAM
(Supplementation is Prohibited.)

A. REFERENCES.

1. The DLA One Book, Chapter entitled DLA Superior Accomplishment Awards Program, 5.14.3.1-2.2.

2. DRMS Instruction 1432.1, DRMS Employee Suggestion Program, April 2, 2002, (hereby superseded).

B. PURPOSE.

1. To assign responsibilities and provide guidance for administering the Employee Suggestion Program (ESP).

2. To supplement the policies and procedures in the DLA One Book, Chapter entitled DLA Superior Accomplishment Awards Program, 5.14.3.1-2.2.

3. Supersedes reference A2.

C. APPLICABILITY AND SCOPE. This instruction is applicable to civilian employees of the Defense Reutilization and Marketing Service (DRMS) and DRMS field activities.

D. DEFINITION. Suggestion – a constructive proposal submitted by one or more employees or members of the Defense Reutilization and Marketing Service (DRMS), that directly contributes to the economy, efficiency or effectiveness of Government operations.

E. PROCEDURES. Suggestions will be accepted through Special Applications menu electronically.

1. Eligibility for Award.

a. To be eligible for award consideration, a suggestion must:

(1) Be submitted electronically. Ideas informally communicated to management that are adopted may be documented by the individual originating the idea and submitted as a suggestion within 30 days of the adoption.

(2) Propose a specific course of action, not merely identify a need for improvement that is not already under consideration and would not otherwise be accomplished.

(3) Be beyond or outside normal job responsibilities.

- b. The following ideas are not eligible for cash awards as adopted suggestions:
 - (1) Point out the need for routine maintenance of buildings and grounds.
 - (2) Propose changes in housekeeping practices.
 - (3) Recommend enforcement of existing rules or regulations.
 - (4) Propose employee benefits or services not directly related to productivity.
 - (5) Pertaining to routine safety and health matters.
- c. All members of the Armed Forces on active duty are eligible to receive cash awards for suggestions.
- d. A suggestion award of \$500 or less may be considered adopted and eligible for award when it is certified by a responsible official that the suggestion has been or will be put into use. A suggestion award over \$500 will require implementation before granting the award. In those instances where delays will be necessary to implement or determine the value of the idea, a nominal cash award may be paid when it is reasonably certain the value of the idea so warrants and that the suggestion will be implemented.
- e. Suggestors have a proprietary right to suggestions for 1 year following final action (disapproval/implementation), at which time the right expires.
 - (1) If a suggestion is worthwhile but cannot be implemented in 1 year, final evaluation may be deferred for a stated period of time or the suggestor advised to resubmit the suggestion after implementation.
 - (2) If 2 years have expired without implementation, the Office of Primary Interest (OPI) will be requested to reassess the likelihood of implementation. If they determine it will not be implemented, the suggestion file will be closed. If they project implementation, the suggestion will be updated reflecting the date of the latest evaluation.
- f. Suggestor may request reconsideration of suggestion if new or additional information is presented that could change the previous evaluation. Disagreement or dissatisfaction with the evaluation is not just cause for reconsideration.
- g. Reconsideration may be requested when it is believed that official action has been taken to implement all or a portion of a previously disapproved suggestion for 1 year following final action. The request must cite the regulation, directive, or action that implemented the idea. If a casual relationship can be established between the suggestion and the official action taken, the suggestion may be considered for an award.

F. RESPONSIBILITIES.

1. Suggestor will:

- a. Submit constructive ideas via DRMS Home Page, (www.dla.mil/drms), DRMS Internal, Headquarters, Suggestion Program. Suggestion will be electronically forwarded to the DRMS Suggestion Program Manager for processing, with an acknowledgement copy to the suggestor.
- b. Give a clear explanation of proposal, documenting the current procedure and the proposed procedure.
- c. Indicate in detail:
 - (1) Expected savings to the U.S. Government or improvement to customer service.
 - (2) Your estimate of 1 year's annual savings?
 - (3) Sources of data and worksheet.

NOTE: Suggestions not meeting the above criteria may be returned, without action, for additional information.

2. The DRMS Suggestion Program Manager will:

- a. Provide overall coordination and administration of the DRMS Employee Suggestion Program (ESP).
- b. Publicize the suggestion program through available resources (e.g., DRMS World, correspondence, fliers, e-mail, Internet, etc.)
- c. Establish yearly budget projections for ESP.
- d. Act as the DRMS Suggestion Program Focal Point.
- e. Forward suggestions that cannot be adopted locally to the appropriate external OPI for final evaluation. Preliminary evaluation by the HQ DRMS OPI will be included.
- f. Electronically assign and monitor suspense for timely processing of suggestions. The suspense date will be 21 calendar days following receipt of the suggestion.
- g. Ensure directorate suggestion coordinators have up-to-date information on policy changes.
- h. Provide monthly status reports on overdue suggestions.
- i. Maintain suggestion database and produce required reports to keep organization heads and suggestion coordinators informed of program status.
- j. Brief Program Status to the HQ VPs on a monthly basis.
- k. Return incomplete suggestions, or those not eligible, to the submitter with an explanation of why it was not acceptable.
- l. If suggestion is approved, will forward suspense to implementing office according to date on DLA Form 37.
- m. If suggestion is approved for award \$500 or less, will send notification letter to appropriate Office/Directorate and CSO-N to input Request for Personnel Action (RPA) for suggestion award and will provide award certificate.
- n. If suggestion is approved for award over \$500, will reassign suggestion to the implementing office to be accomplished by implementation date indicated on DLA Form 37. A notification letter will be sent to the suggestor, and once implemented, a notification letter will be sent to the appropriate Office/Directorate and CSO-N to input Request for Personnel Action (RPA) for suggestion award and will provide award certificate.
- o. Will ensure all disapproved/other suggestions are coordinated by the Command Office.
- p. Will follow-up to ensure awards are received in a timely manner (within 60 days).
- q. Maintain this instruction in a current status and review it *biennially*.

3. The HQ DRMS Office/Directorate (O/D) Suggestion Coordinators will:

- a. Review and monitor suggestions assigned to their organizations for evaluation, coordination and/or implementation.
- b. Route suggestions to appropriate office within directorate for evaluation.
- c. Notify Suggestion Program Manager via email of suggestions requiring rerouting, along with DRMS Form 1877 electronically signed by Supervisor, recommending alternate OPI within 2 workdays of receipt.
- d. Establish and maintain an effective suspense system to ensure suggestions are processed within established timeframes.

- e. Ensure completed DLA Form 37 (evaluation) includes all pertinent information including method and date of implementation of approved suggestions.
- f. Notify supervisor of completed evaluation on the web.

Note: The date of implementation initiates an email to the implementing office and serves as the suspense date.

4. DRMS Evaluators will:

- a. Review suggestion to assure evaluation and implementation fall within their O/D area of responsibility. If this is not the case, take prompt corrective action through O/D suggestion coordinator.
- b. Contact suggestor directly if clarification is needed to evaluate suggestion.
- c. Resolve all coordination actions involving other offices prior to forwarding final evaluation to DRMS Suggestion Program Manager. Coordination with the Forms Management Officer (DLIS-RA) must be obtained prior to approval of any suggestion pertaining to forms.
- d. Using DLA Form 37 on the DRMS Employee Suggestion Program web page, evaluate, coordinate and approve/disapprove suggestions within their jurisdiction and authority.
- e. Provide DLA Form 37 for all suggestions that are recommended to be forwarded to an external activity (CSO-N, DFAS, DLA, etc.) for evaluation.
- f. Determine appropriate award, certificate or award amount, based on tangible or intangible benefits derived from suggestion by using published award table (see enclosure).
- g. If suggestion will affect other O/Ds, coordinate with those affected.
- h. Sign and date at Block 8 of DLA Form 37 on the suggestion web page, which will automatically be forwarded via email to supervisor of completed DLA Form 37.
- i. Ensure timely implementation of approved suggestions within their purview.

5. Heads of HQ DRMS Directorates/Offices will:

- a. Appoint a suggestion coordinator for their office/directorate.
- b. As Office of Primary Interest (OPI) for evaluation of a suggestion, ensure suggestion receives a comprehensive and timely evaluation and is coordinated with all potentially affected DRMS areas. Resolve all discrepancies involving other offices.
- c. Upon receipt of email notice that the DLA Form 37 is complete on the suggestion web page, sign and date DLA Form 37, conditionally approving suggestion awards in excess of \$1,500 which require further review and approval by the DRMS Suggestion Committee comprised of the Commander; Executive Director; DRMSI, Commander; DRMS-N, Commander; Business Operations, Director; CIO; Comptroller; and Counsel.

Note: Signing the web page version of the DLA Form 37 initiates email to the Suggestion Program Manager of the completed evaluation.

- 6. Implementing Office will notify DRMS Employee Suggestion Program Manager of completed implementation date.

7. DRMS Directorate/Office Resource Analyst will notify their DRMS Budget Analyst in writing of award amounts that will significantly impact their award authority. Notification should be done via email or facsimile.

G. INFORMATION REQUIREMENTS:

1. Suggestion Award Certificate (DLA Form 32) is given to a suggestor for each approved suggestion with a firm implementation date scheduled and within 1 year of final evaluation date.

2. Monetary Awards. Initial Award, a nominal cash award may be recommended by the evaluator when it is reasonably certain the value of the idea so warrants. Granting of an initial award will be determined on a case-by-case basis. A firm commitment to implement must be included in the evaluation before an initial award can be considered.

H. EFFECTIVE DATE AND IMPLEMENTATION. This publication is effective upon signature by the DRMS Executive Assistant.

BY ORDER OF THE COMMANDER

/s/

JANINE DES VOIGNES
Executive Assistant

Appendix 1 & 2

DETERMINING AWARD AMOUNTS

Encl 1
DRMS-I 1432.1

Table 1. Contributions with Tangible Benefits

Estimated first year benefits to the Government	Amount of Award
Up to \$10,000.....	10% of benefits
\$10,000 - \$100,000.....	\$1,000 for the first \$10,000, plus 3% of benefits over \$10,000
\$100,001 or more.....	\$3,700 for the first \$100,000, plus 0.5% of benefits over \$100,000

Quick Guide for Calculating Awards Based on Tangible Benefits

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Awards
Up to									
\$10,000	10%	50,000	2.200	90,000	3.400	170,000	4.050	1,000,000	12.200
11,000	1.030	51,000	2.230	91,000	3.430	175,000	4.075	1,800,000	12.700
12,000	1.060	52,000	2.260	92,000	3.460	180,000	4.100	2,000,000	13.200
13,000	1.090	53,000	2.290	93,000	3.490	185,000	4.125	2,100,000	13.700
14,000	1.120	54,000	2.320	94,000	3.520	190,000	4.150	2,200,000	14.200
15,000	1.150	55,000	2.350	95,000	3.550	195,000	4.175	2,300,000	14.700
16,000	1.180	56,000	2.380	96,000	3.580	200,000	4.200	2,400,000	15.200
17,000	1.210	57,000	2.410	97,000	3.610	225,000	4.325	2,500,000	15.700
18,000	1.240	58,000	2.440	98,000	3.640	250,000	4.450	2,600,000	16.200
19,000	1.270	59,000	2.470	99,000	3.670	275,000	4.575	2,700,000	16.700
20,000	1.300	60,000	2.500	100,000	3.700	300,000	4.700	2,800,000	17.200
21,000	1.330	61,000	2.530	101,000	3.705	325,000	4.825	2,900,000	17.700
22,000	1.360	62,000	2.560	102,000	3.710	350,000	4.950	3,000,000	18.200
23,000	1.390	63,000	2.590	103,000	3.715	375,000	5.075	3,100,000	18.700
24,000	1.420	64,000	2.620	104,000	3.720	400,000	5.200	3,200,000	19.200
25,000	1.450	65,000	2.650	105,000	3.725	425,000	5.325	3,300,000	19.700
26,000	1.480	66,000	2.680	106,000	3.730	450,000	5.450	3,400,000	20.200
27,000	1.510	67,000	2.710	107,000	3.735	475,000	5.575	3,500,000	20.700
28,000	1.540	68,000	2.740	108,000	3.740	500,000	5.700	3,600,000	21.200
29,000	1.570	69,000	2.770	109,000	3.745	550,000	5.950	3,700,000	21.700
30,000	1.600	70,000	2.800	110,000	3.750	600,000	6.200	3,800,000	22.200
31,000	1.630	71,000	2.830	111,000	3.755	650,000	6.450	3,900,000	22.700
32,000	1.660	72,000	2.860	112,000	3.760	700,000	6.700	4,000,000	23.200
33,000	1.690	73,000	2.890	113,000	3.765	750,000	6.950	4,100,000	23.700
34,000	1.720	74,000	2.920	114,000	3.770	800,000	7.200	4,200,000	24.200
35,000	1.750	75,000	2.950	115,000	3.775	850,000	7.450	4,300,000	24.700
36,000	1.780	76,000	2.980	116,000	3.780	900,000	7.700	4,360,000	25.000**
37,000	1.810	77,000	3.010	117,000	3.785	950,000	7.950		
38,000	1.840	78,000	3.040	118,000	3.790	1,000,000	8.200		
39,000	1.870	79,000	3.070	119,000	3.795	1,050,000	8.450		
40,000	1.900	80,000	3.100	120,000	3.800	1,100,000	8.700		
41,000	1.930	81,000	3.130	125,000	3.825	1,150,000	8.950		
42,000	1.960	82,000	3.160	130,000	3.850	1,200,000	9.200		
43,000	1.990	83,000	3.190	135,000	3.875	1,250,000	9.450		
44,000	2.020	84,000	3.220	140,000	3.900	1,300,000	9.700		
45,000	2.250	85,000	3.250	145,000	3.925	1,350,000	9.950		
46,000	2.280	86,000	3.280	150,000	3.950	1,400,000	10.200*		
47,000	2.110	87,000	3.310	155,000	3.975	1,500,000	10.700		
48,000	2.140	88,000	3.340	160,000	4.000	1,600,000	11.200		
49,000	2.170	89,000	3.370	165,000	4.025	1,700,000	11.700		

Awards over \$10,000 require the approval of the Office of Personnel Management.

**** Maximum award authorized by the Office of Personnel Management. Presidential Award of up to \$10,000 may be paid in addition to the \$25,000.**

DETERMINING AWARD AMOUNTS

Encl 2
DRMS-I 1432.1

Table 2. Scale of Awards Based on Intangible Benefits

EXTENT OF APPLICATION

Value of Benefit	Limited	Extended	Broad	General
	<p>Affects functions, missions or personnel of one office, facility or installation or an organizational element of a headquarters.</p> <p>Affects a small area of science or technology.</p>	<p>Affects functions, missions or personnel of several offices, facility or installation or an organizational element of a headquarters.</p> <p>Affects an important area of science or technology.</p>	<p>Affects functions, missions or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau.</p> <p>Affects a broad area of science or technology.</p>	<p>Affects functions, missions or personnel of several regional areas or commands or an entire department or large independent agency or is in the public interest throughout the nation or world.</p>
MODERATE VALUE Change or modification of an operating principal or procedure which has moderate value sufficient to meet the minimum standard for a cash award. Rather limited value of a product, activity, program or service to the public.	<p>\$25 - \$100 compare with \$250 - \$1,000 tangible benefits.</p>	<p>\$100 - \$250 compare with \$1,000 - \$2,500 tangible benefits.</p>	<p>\$250 - \$500 compare with \$2,500 - \$5,000 tangible benefits.</p>	<p>\$500 - \$1,000 compare with \$5,000 - \$10,000 tangible benefits.</p>
SUBSTANTIAL VALUE Substantial change or modification of an operating principal or procedure. An important improvement to the value of a product, activity, program or service to the public.	<p>\$100 - \$250 compare with \$1,000 - \$2,500 tangible benefits.</p>	<p>\$250 - \$500 compare with \$2,500 - \$5,000 tangible benefits.</p>	<p>\$500 - \$1,000 compare with \$5,000 - \$10,000 tangible benefits.</p>	<p>\$1,000 - \$2,000 compare with \$10,000 - \$60,000 tangible benefits.</p>
HIGH VALUE Complete revision of a basic principal or procedure. A highly significant improvement to the value of a product, major activity, program or service to the public.	<p>\$250 - \$500 compare with \$2,500 - \$5,000 tangible benefits.</p>	<p>\$500 - \$1,000 compare with \$5,000 - \$10,000 tangible benefits.</p>	<p>\$1,000 - \$2,000 compare with \$10,000 - \$60,000 tangible benefits.</p>	<p>\$2,000 - \$5,000 compare with \$60,000 - \$360,000 tangible benefits.</p>
EXCEPTIONAL VALUE Initiation of a new principal or major procedure. A superior improvement to the value of a critical product, activity, program or service to the public.	<p>\$500 - \$1,000 compare with \$5,000 - \$10,000 tangible benefits.</p>	<p>\$1,000 - \$2,000 compare with \$10,000 - \$60,000 tangible benefits.</p>	<p>\$2,000 - \$5,000 compare with \$60,000 - \$360,000 tangible benefits.</p>	<p>\$5,000 - \$10,000 compare with \$360,000 - \$1,360,000 tangible benefits.</p>